

Personnel Board Summarized Minutes
Monday, November 7, 2011 - 6:00 p.m.

Call to Order/Roll Call of Members: Present: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; and Beatriz Sosa, Member. Absent: Ann Infante, Member.

On the dais: New Business Item #13a: Revised Police Captain Job Announcement

AGENDA

1. Request to approve the minutes of the October 2011 Personnel Board meeting.

APPROVED. Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received October 2011.

- | | |
|---------------------|---|
| 1. Sergio Barrios | Construction and Maintenance Department |
| 2. Kenneth Robinson | Police Department |
| 3. Dexter Tillmon | Police Department |
| 4. Jackie Gauntlett | Public Safety Communications Department |

APPROVED. Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

3. Report of **Leave Without Pay** List for October 2011.

SO NOTED.

4. Report of Civil Service **Appointments** for September (Updated) and October 2011.

SO NOTED.

5. Report of Civil Service **Resignations** for October 2011.

SO NOTED.

6. Report of **Maternal/Paternal Leave** for October 2011.

- | | |
|--------------------|---------------------------------|
| 1. Justin Tipples | Fire Department |
| 2. Douglas Cordovi | Parks and Recreation Department |
| 3. Christina Done | Police Department |

SO NOTED.

7. Report of **Leave of Absence** for October 2011.

1. Jose Azze Parks and Recreation Department

SO NOTED.

8. Request to certify the eligibility for the position of **Construction Supervisor I.**

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.

9. Request to certify the eligibility for the position of **District Fire Chief.**

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.

10. Request to certify the eligibility for the position of **Fire Engineer.**

APPROVED. Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

11. Request to conduct a civil service examination for the position of **Building Inspector** with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of ***revised*** job description and current eligibility list are attached.

Range 53 - \$1201 - \$2488 Bi-weekly

TABLED. Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

12. Request to hear **Unfinished Business.** NONE

13. Request to hear **New Business.**

APPROVED. Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

13a. Request from the Police Benevolent Association (PBA) to discuss the **Police Captain - Revised Job Announcement**.

Mr. Axelrad, Counsel for PBA stated to the Personnel Board that the changes made to the Police Captain job announcement was not what was approved at a previous meeting. Mr. Axelrad requested that the Personnel Board approved a revision whereby there be no set minimum passing score established for the oral portion of the exam or for the final combined score.

APPROVED for announcement to stay "as is". Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.

NEXT PERSONNEL BOARD MEETING: "December 5, 2011"

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.